

Administrative Support Associates

RER typically seeks college graduates with relevant work experience to fill administrative and support functions in the financial services industry. Key skill sets are identified in the list that follows. Positions are full time (40 hours/week, Monday – Friday) and are located in the Washington, DC Metropolitan Area.

Most Frequently Needed Undergraduate and Graduate Degrees

- Accounting
- Business Administration
- Economics
- Finance
- International Relations
- International Politics - Finance/Dev't Minor

Work Experience

- Accounts Payable/Receivable
- Bookkeeping
- Account Reconciliation
- Loan Processing
- International Payments (Banking context)
- Financial Analysis
- Statistical Research and Analysis
- International Trade and Trade Finance

In general, the successful candidate will have strong written (English) and oral communications skills, be proficient in Microsoft Word, Excel, PowerPoint, and able to learn proprietary software applications. In some instances, foreign language proficiency and/or a CPA or CPA candidacy are a plus or even required.

Interviewing is an ongoing process. Specific needs are identified on this web site. Should you have an interest in a career with RER, fax your cover letter and resume to the attention of Fred Zamon at 703-742-3336, or by e-mail to Fred.Zamon@rerfin.com.